

EDUCATION, ADVANCEMENT, AND CAREER OPPORTUNITIES

The Navy, in pursuit of satisfying its own training requirements as well as the desires of the members, has developed wide-ranging financial, educational, advancement, and career enhancement programs. The educational services officer (ESO) is the primary point of contact for these programs and has a vast library of directives and an intricate network of counselors available. Many sailors initially join the Navy for the educational benefits available after separation, but only a few realize that they can pursue educational programs while on active duty. It is the ESOs job to inform the crew and assist them as necessary.

This chapter provides information about educational programs available to active duty personnel, the naval advancement system, and career opportunities that are open to anyone who will take advantage of them.

EDUCATION

The sailor who wishes to improve has a variety of educational opportunities available from which to choose. The following sections give information about off-duty educational programs, the nonresident training course (NRTC) program, and training manuals (TRAMANS).

OFF-DUTY EDUCATIONAL PROGRAMS

The Navy Campus office, available virtually on every base, coordinates and administers off-duty educational programs in your local area. The criteria for on- and off-duty educational programs are contained in *Navy Voluntary Education Programs*, CNETINST 1560.3C. Some of the available programs are described in the following paragraphs:

- The Tuition Assistance Program provides financial assistance for attendance at civilian educational institutions on a voluntary off-duty basis to earn high school or college credits. Tuition assistance may be used for vocational and technical training as well as for courses leading toward undergraduate and graduate degrees.

- The Instructor Service Program provides education through command-organized classes that satisfy command needs or requirements. The objectives of such instructions are to raise individual educational levels and to increase job performance effectiveness. Classes may include academic, professional, technical, or vocational subjects at all educational levels. Dependents and civilians may attend classes on a space-available basis.

- The Navy Campus Certificate/Degree Program enables an individual to complete requirements for a high school diploma; pursue a civilian apprenticeship program; and earn a vocational certificate, a 2-year associate's degree, or a bachelor's degree. The key benefit of this program is to allow members to earn college degrees at participating colleges and universities without formal attendance. Participating colleges and universities waive residency requirements to attend class on campus. They also accept up to 75 percent of degree credits through college-approved, nontraditional means such as Navy schools, the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES), or the Graduate Record Examination (GRE).

- The Program for Afloat College Education (PACE) permits members assigned to ships an opportunity to attend college while underway. Under PACE I, a civilian instructor embarks on a naval vessel and teaches undergraduate level college courses. PACE courses are fully accredited and can lead to the completion of an associate degree. PACE II is an independent study program. Courses taught under PACE are fully funded by the Navy; however, students are required to pay course registration fees stipulated in the current PACE contract and to purchase their own books.

- The Navy Campus Basic Skills Program offers on-duty instruction in reading English and mathematics to guarantee naval personnel possess the minimum skill levels necessary to carry out the overall mission of the Navy.

- The DANTES programs are designed for military personnel to enroll in independent study to help them complete their education goals. DANTES provides examination programs that award college credit and coordinates with various universities and colleges in support of independent study. Examples of tests available include the General Educational Development (GED), the American College Test (ACT), the Scholastic Aptitude Test (SAT), the CLEP, the GRE, the Graduate Management Admission Test (GMAT), and the Law School Admission Test (LSAT).

- The National Apprenticeship Program develops highly skilled Navy-oriented journeymen who continue to use their technical skills and knowledge in the Navy. In addition, it develops journeymen so they can qualify for employment in the civilian community after separation.

- The High School Completion Program helps members earn a high school diploma by completion of high school level courses.

- The GED examination, when successfully completed, results in the award of a GED certificate to the applicant.

- The Enlisted Education Advancement Program enables highly qualified and career-motivated enlisted personnel to earn an associate degree and improve qualifications in their rating and management skills.

NONRESIDENT TRAINING COURSE PROGRAM

NRTCs are designed as self-study training packages to provide instruction to naval personnel in professional naval subjects. Taking an NRTC is an excellent and convenient way for you to learn much of what you must know to advance in rate and improve your military and professional skills. Most TRAMANs are used as the basis for NRTCs. A mandatory TRAMAN can be completed by passing the NRTC based on the TRAMAN. You will find it helpful to complete other courses in addition to those based on mandatory manuals. For example, the completion of the NRTC based on the *Manual for Courts-Martial, United States 1984*, is strongly recommended for personnel preparing for advancement to Yeoman first class (YN1) and Yeoman chief (YNC). The NRTCs help you to master the information given in the TRAMAN and also give you an indication of how much you learned from the TRAMAN.

Ordering and enrollment procedures for NRTCs are listed in the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 12061.

TRAINING MANUALS

TRAMANs are developed as self-study packages to provide instruction in various military and professional subjects. They play an important role in training enlisted personnel for general development and advancement. They are revised periodically. The revision of a manual is identified by a letter following the NAVEDTRA number. You can tell whether a TRAMAN is the latest edition by checking the NAVEDTRA number and the letter following the number in the most recent edition of the *List of Training Manuals and Correspondence Courses*. NAVEDTRA 12061.

ADVANCEMENT

By now you know that advancement in rate is not automatic. The advancement system is governed by the *Manual of Advancement*, BUPERSINST 1430.16D. Meeting all the requirements set forth in BUPERSINST 1430.16D and current Bureau of Naval Personnel (BUPERS) directives makes you eligible for advancement but does not guarantee your advancement. It is the function of the advancement examination to discriminate among qualified personnel. The term *qualified* in the advancement sense refers to personnel who have met at least the minimum requirements for time in rate (TIR) and performance marks, who have completed an applicable TRAMAN and personnel advancement requirements (PARs), and who have achieved at least a minimum level of competency as determined by their immediate superiors.

There are two annual advancement cycles for E-4 through E-6 candidates (March and September) and one annual advancement cycle for E-7 (January). BUPERS distributes a BUPERSNOTE 1418 for each examination. In it, BUPERS lists the deadline date for submitting eligibility requirements. These notices are usually published three times a year. The first is published in June, amounting the E-4, E-5, and E-6 examinations for the September cycle. The two remaining are published in November. One announces the E-7 examination for the January cycle and the other announces the E-4, E-5, and E-6 examinations for the March cycle.

Before an examination can be administered, you must find out who is recommended to take it. A TIR listing should be prepared. The list should consist of all

members on board who are TIR eligible to participate. At least 6 weeks before the deadline date for submitting eligibility requirements, start sending weekly notices to all the department heads listing who is qualified and who is not and why. Request that they indicate which personnel on the list are not recommended to participate. By recommending that such personnel be allowed to take the advancement examination, the commanding officers (COs) certify that minimum qualifications have been met and that these personnel are fully competent to function at the next higher paygrade.

The advancement system is based on a combination of credit from the following three factors:

- Performance
- Examination
- Longevity or seniority

A composite score, known as the final multiple score (FMS), is generated from these three factors. The computation of the FMS is discussed in the *Advancement Handbook for Petty Officers*, NAVEDTRA 7100 (Series). The names of all qualified candidates for a given population who have passed the same advancement examination are then ranked according to their FMS. The name of the candidate with the highest FMS is ranked first and so on down to the last qualified person in the population of that rating and paygrade. NOTE: One of the first qualifying factors for a candidate to be placed on this list is that of passing the examination. For the PO3, PO2, and PO1 levels, BUPERS advancement authorizations are issued by beginning at the top of the respective lists and counting that number of persons who are needed to fill the existing vacancies in that rate and rating.

Candidates for E-7 whose FMSs are sufficiently high are designated PASS SELBD ELIG (passed the Navywide examination and have a total FMS high enough to have their names placed on the list of eligible candidates for selection board consideration). The Chief of Naval Personnel convenes a selection board and authorizes the advancement of candidates who are selected to fill the vacancies in paygrades E-7 through E-9. Candidates for E-8 and E-9 are not required to participate in the Navywide advancement examination.

The Navy enlisted advancement system also provides the opportunity for top performers to be advanced earlier than they would have ordinarily been advanced. The early advancement process is available to all enlisted Navy personnel and is designed to select

outstanding people who can show that they are in the top percent of their rate.

A candidate who meets all other advancement requirements except total active federal military service (TAFMS) is considered “early” and may compete with “regular” candidates for advancement. The number of early advancement quotas within each rate and rating is determined by manning requirements during the advancement cycle. To be selected for advancement, the early candidate must usually have a higher FMS than regular candidates competing for the same rating. The advancement handbook provides guidance for determining regular and early eligibility dates for advancement candidates.

From this population of qualified people, it is the function of the advancement examination to pick out the best of the qualified. The population must be spread along a common yardstick. The exam represents the yardstick and the exam score the individual measure.

Who, then, are the individuals most likely to be advanced? They are petty officers who are not content to simply qualify for advancement but who strive to excel in the areas of leadership and job performance to the point where their motivation and efforts guarantee that their name is placed on the best qualified list. Further, their service records will demonstrate to selection board members that they are high-caliber individuals.

Although it does not guarantee everyone will advance, the advancement system does guarantee that all persons within a particular rate will compete equally for the vacancies that exist.

REWARDS AND RESPONSIBILITIES

Advancement brings increased rewards and responsibilities. The time to look ahead and consider the rewards and responsibilities of advancement is while you are preparing for advancement to YN1 or YNC.

By this time, you are probably well aware of many of the advantages of advancement—higher pay, greater prestige, more interesting and challenging work, and the satisfaction of getting ahead in your career field. Also, you have probably discovered that one of the most enduring rewards of advancement is the personal satisfaction you find in developing your skills and increasing your knowledge.

The Navy also benefits by your advancement. By each advancement you increase your value to the Navy in two ways: you become more valuable as a specialist

in your rating and more valuable as a person who can supervise, lead, and train others.

In large measure, your contribution to the Navy depends upon your willingness and ability to accept increasing responsibilities as you advance in rate. When you assumed the duties of a YN3, you began to accept a certain amount of responsibility for the work of others. With each advancement, you accept an increasing responsibility in military matters and in matters relating to the occupational requirements of the Yeoman rating.

PREPARING FOR NAVYWIDE EXAMINATIONS

As a YN2 or YN1 trying to prepare yourself for advancement, you should have established good study habits by now to get the most out of your study time. Some suggestions for preparing for advancement are presented here as a reinforcement, but you will find you will have to do a lot of research and studying. Once you begin, work at it steadily. It is better to study often for short periods than it is to study occasionally for long periods. Summarize what you have read, restating the information in your own words. Do not be afraid to ask questions of the leading petty officer or chief petty officer in your division. One of their primary duties is to instruct the men and women under them, and they will be pleased that you are interested enough to seek their advice. To prepare for advancement, you will need to be familiar with a number of documents and publications. Some of these are the following:

- *The Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068F
- The Personnel Advancement Requirements (PARS) Certification
- *The Advancement Handbook for Petty Officers*, NAVEDTRA 71450 (for the Yeoman)
- Applicable TRAMANs
- The Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2

Since these publications and forms change from time to time, you should contact your ESO to be sure you use the most recent edition when preparing yourself and lower rated personnel for advancement. The following sections describe each of these publications and forms and provide practical suggestions on how to use them in preparing for advancement.

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards

The *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068F, lists the minimum requirements for advancement in each rating. It outlines the naval standards (NAVSTDs) that apply to all ratings and the occupational standards (OCCSTDs) that are specific to each rating. NAVPERS 18068F is kept current by means of numbered changes. These changes are issued more frequently than TRAMANs can be revised. Therefore, the TRAMANs may not show the latest OCCSTDs for advancement. When preparing for advancement, you must check the latest revision to NAVPERS 18068F to be sure you know the current requirements for advancement in your rating.

When studying the OCCSTDs for advancement, remember:

- OCCSTDs are the minimum requirements for advancement. By studying more than the minimum required, you will have a greater advantage when you participate in the Navywide advancement examination.
- Each OCCSTD applies to a paygrade, E-4 through E-9. You are responsible for meeting all the OCCSTDs specified for advancement to the paygrade for which you are seeking advancement as well as all the OCCSTDs specified for lower paygrades.

Personnel Advancement Requirements Certification

The purpose of PARs is to individualize advancement requirements for each rate and rating based on day-to-day work situations and to provide a consolidated checklist that personnel in paygrades E-3 through E-6 can use to prepare themselves for advancement. The importance of the PARs cannot be too strongly emphasized as they provide an opportunity for members to prove their occupational abilities at each level of their rating. Supervisors also use this to evaluate others to determine their readiness for advancement. There are numerous opportunities for a member to complete PARs before becoming eligible for change in rating or advancement in rate. Schedule training periods for completion of PARs.

PARs list the individual advancement requirements for each rate and rating in three sections as follows:

- The Administrative Requirements section contains the individual's length of service, TIR, and a place to make an entry when the individual passes the E4 through E-7 military leadership examination.

- The Formal Schools and Training Requirements section contains a place to make an entry when the individual completes the military requirements TRAMAN and the applicable TRAMANS for the specified rating.

- The Occupational and Military Ability Requirements section is a checkoff list of task statements. As a YN1 or YNC, you will use this section as a guide in evaluating lower rated personnel. Your evaluation of individuals will be based on their ability to perform satisfactorily the tasks indicated. Your evaluation should be based on a demonstration of performance, although this is not a mandatory requirement. You may base the evaluation on observed ability in related tasks or jobs or on the training received by the individual. The evaluation itself is your overall assessment of the individual. It should be a deliberate and thorough evaluation.

Personnel seeking advancement to E-8 and E-9 are exempt from PARs as there are other means of selection for advancement to these paygrades. Likewise, PARs have not been developed for personnel at the E-3 apprenticeship level because of the broad nature of the apprenticeship skills. PARs are incorporated in the *Advancement Handbook for Petty Officers*, NAVEDTRA 71000 (Series), for each individual rating.

Bibliography for Advancement Study

The Navy has set definite limits on the material for which you are accountable on a Navywide examination. The sources from which examination items are taken are listed in the effective edition of a publication called the *Bibliography for Advancement Study*, NAVEDTRA 12052.

This publication is available at your command. It is revised annually, so be sure to consult the current edition. The advancement handbook provides the titles of publications and sections of publications that you should study when preparing for the examination. The publications listed contain material covering all the OCCSTDs listed in the NAVPERS 18068F.

Familiarize yourself with the NAVEDTRA 12052. After you read the instructions, only two sections are of further interest to you. One contains the sources you should study to meet the military requirements for

advancement. The other lists sources for study to qualify in a specified rating. An asterisk (*) marks Navy NRTCs you must complete before you can be eligible for the Navywide examination for advancement.

Advancement Handbook for Petty Officers

The *Advancement Handbook for Petty Officers*, NAVEDTRA 7100 (Series), lists required and recommended TRAMANS and other reference material to be used by personnel working for advancement. There is a handbook for each rating with a different NAVEDTRA number. Each handbook has five parts:

- Navy Advancement System
- NAVSTDs and Bibliography
- Bibliography for OCCSTDs
- OCCSTDs and PARs
- PARs Administrative Procedures

The advancement handbook is revised and issued annually by the Naval Education and Training Program Management Support Activity (NETPMSA), Pensacola, Florida. When using this publication, be sure you have the current edition.

The handbook lists the required and recommended references by rate level. It is important to remember that you are responsible for all references at lower rate levels, as well as those listed for the rate to which you are currently seeking advancement.

TRAMANS that are marked with an asterisk in the handbook are mandatory at the indicated rate levels. A mandatory TRAMAN may be completed by any one of the following methods:

- Passing the appropriate NRTC based on the TRAMAN
- Passing locally prepared tests based on the information given in the TRAMAN
- Successfully completing an appropriate Navy school

It is important to note that all references listed in the handbook, whether mandatory or recommended, may be used as source material for the Navywide advancement examination.

ADVANCEMENT IN RATE OR CHANGE
OF RATING (WORKSHEET)
NAVEDTRA 1430/2 (Rev. 8/92) S/N 0115-LF-014-6900

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AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS WORKSHEET IS TO PERMIT AN INDIVIDUAL TO COMPETE IN A NAVY-WIDE EXAMINATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING. THE INFORMATION IS RECORDED IN THE AUTOMATED NAVAL ENLISTED ADVANCEMENT SYSTEM UNDER THE NAVAL TRAINING INFORMATION SYSTEM AND IS USED TO SELECT THE BEST QUALIFIED PETTY OFFICERS THAT THE NAVY REQUIRES TO MAN ITS SHIPS AND STATIONS. IN ADDITION, THIS INFORMATION MAY BE USED IN STATISTICAL ANALYSIS FOR THE PURPOSE OF MAINTAINING THE INTEGRITY OF, AND IMPROVEMENTS TO THE ADVANCEMENT SYSTEM. COMPLETION OF THIS WORKSHEET IS MANDATORY FOR ADVANCEMENT CONSIDERATION. IF THE INDIVIDUAL DOES NOT PROVIDE THE INFORMATION REQUESTED, HE OR SHE WILL NOT BE CONSIDERED FOR ADVANCEMENT.

Figure 2-1. Completed Recommendation for Advancement In Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2.

Recommendation for Advancement in Rate or Change of Rating (Worksheet)

The Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, is prepared for each candidate participating in a Navywide advancement examination. This includes members in paygrade E-6 who are participating for the Limited Duty Officer Program. Worksheets are ready for verification at least 1 month before the examination. Examining boards and candidates use the worksheet as a checkoff sheet and for transferring information to the answer sheet. Inaccurate information on a worksheet creates inequities for a candidate and could prevent a fully qualified candidate from being advanced. Each candidate should make sure all personal information listed is correct. Many candidates have questions about the information listed on their worksheet. Waiting until the examination day to discuss these questions prolongs the examination and interferes with its orderly conduct. Insist that all worksheets are signed before the examination day. Figure 2-1 shows a completed worksheet and figure 2-2 shows the corresponding answer sheet.

OTHER ADVANCEMENT PROGRAMS

Other methods of advancement or change in rating are through special programs that do not require participation in a Navywide advancement examination. Some of these include the following:

- Incentive programs that include the Selective Conversion and Reenlistment (SCORE) Program, Selected Training and Reenlistment (STAR) Program, Accelerated Advancement Program (AAP), and Advanced Electronics Field/Advanced Technical Field (AEF/ATF) Program.

- Meritorious advancement programs such as selectees for the Atlantic, Pacific, Shore, and Reserve Sailor of the Year, Enlisted Recruiter of the Year, Enlisted Reserve Recruiter of the Year, Command Advancement Program (CAP), and meritorious advancements for recruiting personnel.

Selective Conversion and Reenlistment Program

The SCORE Program offers special career incentives to enlisted members who reenlist for conversion (change of rating) to ratings that are undermanned as listed in *Career Reenlistment Objectives (CREO)*, OPNAVINST 1160.4G. There are

two categories in which an applicant may be placed within the program that should be defined in order to properly counsel personnel. The categories are SCORE and RESCORE.

- SCORE applies only to personnel who enter into the program while on naval active duty.

- RESCORE applies to personnel who have been separated from active duty and then reenlist for the program in a continuous service status (reenlistment within 3 months from separation date) or in a broken service status (reenlistment after more than 3 months from separation date). It should be noted that members who reenlist under broken service conditions must reestablish a 21-month continuous active service eligibility requirement for Selective Reenlistment Bonus (SRB), if otherwise eligible.

Career incentives offered by SCORE and RESCORE are as follows:

- Guaranteed assignment to an appropriate class A school with automatic conversion of rating upon satisfactory completion of that school. BUPERS may waive the requirement for class A school if prior training and experience indicate that class A school training is not necessary.

- Guaranteed assignment to an appropriate class C school or class C school package and class C school package or Advanced First Term Avionics (AITA) training for the AT rating.

- Possible advancement to petty officer third class or petty officer second class.

- Entitlement to an SRB if otherwise eligible according to *Enlisted Bonus and Special Duty Assignment Pay Programs*, OPNAVINST 1160.6A.

Specific eligibility requirements and application procedures for the SCORE and RESCORE Programs are established in the *Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560C, and CREO, OPNAVINST 1160.4G. General eligibility requirements for reenlistment under the SCORE and RESCORE Programs are as follows:

- The applicant should be a petty officer first, second, or third class or E-3 (designated striker and nonrated).

- The applicant must not have more than one nonjudicial punishment within the 18-month period preceding the date of application nor any record of conviction by court-martial or civil convictions (other

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<p>19. (YR/MO/DA order, for actual date of advancement)</p> <p>A B C D E F</p>			<p>For Drilling Reservists TIME</p> <p>20. Time in Serv. Years Mos.</p> <p>21. Time in Grade Years Mos.</p>		
<p>1. 1 2 3 4</p> <p>2. 1 2 3 4</p> <p>3. 1 2 3 4</p> <p>4. 1 2 3 4</p> <p>5. 1 2 3 4</p> <p>6. 1 2 3 4</p> <p>7. 1 2 3 4</p> <p>8. 1 2 3 4</p> <p>9. 1 2 3 4</p> <p>10. 1 2 3 4</p> <p>11. 1 2 3 4</p> <p>12. 1 2 3 4</p> <p>13. 1 2 3 4</p> <p>14. 1 2 3 4</p> <p>15. 1 2 3 4</p> <p>16. 1 2 3 4</p> <p>17. 1 2 3 4</p> <p>18. 1 2 3 4</p> <p>19. 1 2 3 4</p> <p>20. 1 2 3 4</p> <p>21. 1 2 3 4</p> <p>22. 1 2 3 4</p> <p>23. 1 2 3 4</p> <p>24. 1 2 3 4</p> <p>25. 1 2 3 4</p> <p>26. 1 2 3 4</p> <p>27. 1 2 3 4</p> <p>28. 1 2 3 4</p> <p>29. 1 2 3 4</p> <p>30. 1 2 3 4</p> <p>31. 1 2 3 4</p> <p>32. 1 2 3 4</p> <p>33. 1 2 3 4</p> <p>34. 1 2 3 4</p> <p>35. 1 2 3 4</p> <p>36. 1 2 3 4</p> <p>37. 1 2 3 4</p> <p>38. 1 2 3 4</p> <p>39. 1 2 3 4</p> <p>40. 1 2 3 4</p> <p>41. 1 2 3 4</p> <p>42. 1 2 3 4</p> <p>43. 1 2 3 4</p> <p>44. 1 2 3 4</p> <p>45. 1 2 3 4</p> <p>46. 1 2 3 4</p> <p>47. 1 2 3 4</p> <p>48. 1 2 3 4</p> <p>49. 1 2 3 4</p> <p>50. 1 2 3 4</p> <p>51. 1 2 3 4</p> <p>52. 1 2 3 4</p> <p>53. 1 2 3 4</p> <p>54. 1 2 3 4</p> <p>55. 1 2 3 4</p> <p>56. 1 2 3 4</p> <p>57. 1 2 3 4</p> <p>58. 1 2 3 4</p> <p>59. 1 2 3 4</p> <p>60. 1 2 3 4</p> <p>61. 1 2 3 4</p> <p>62. 1 2 3 4</p> <p>63. 1 2 3 4</p> <p>64. 1 2 3 4</p> <p>65. 1 2 3 4</p> <p>66. 1 2 3 4</p> <p>67. 1 2 3 4</p> <p>68. 1 2 3 4</p> <p>69. 1 2 3 4</p> <p>70. 1 2 3 4</p> <p>71. 1 2 3 4</p> <p>72. 1 2 3 4</p> <p>73. 1 2 3 4</p> <p>74. 1 2 3 4</p> <p>75. 1 2 3 4</p> <p>76. 1 2 3 4</p> <p>77. 1 2 3 4</p> <p>78. 1 2 3 4</p> <p>79. 1 2 3 4</p> <p>80. 1 2 3 4</p> <p>81. 1 2 3 4</p> <p>82. 1 2 3 4</p> <p>83. 1 2 3 4</p> <p>84. 1 2 3 4</p> <p>85. 1 2 3 4</p> <p>86. 1 2 3 4</p> <p>87. 1 2 3 4</p> <p>88. 1 2 3 4</p> <p>89. 1 2 3 4</p> <p>90. 1 2 3 4</p>					
<p>DO NOT FOLD SEND SPINDLE OR MUTILATE</p>					

Figure 2-2. Answer Sheet NETPDC 1430/2.

than minor traffic violations) on current enlistment (or within 48 months before the date of application).

- The applicant must have at least 21 months' continuous active Navy service, but not more than 15 years' total active military service. The 21-month continuous active Navy service is not required for RESCORE.

The applicant must have approval of the Chief of Naval Personnel for SCORE before the extension or reenlistment for a class A school. Upon completion of a class A school and conversion to a new rating, the member must reenlist for a total obligated service of 4, 5, or 6 years (as applicable). When RESCORE applicants are approved for conversion byway of a class A school, they will be reenlisted in their previous rating for a period of 2 years for the purpose of converting to a new rating. At the time of the 2-year reenlistment for RESCORE, the applicant will be required to sign a page 13 entry agreeing to reenlist for a period of not less than 6 years upon satisfactory completion of a class A school.

Selective Training and Reenlistment Program

The STAR Program offers career designation to first term enlisted members who enlist or reenlist and thereby become eligible for the following incentives:

- Guaranteed assignment to an A or a C school
- Guaranteed advancement from petty officer third class to petty officer second class upon completion of a class C school or a class C school package listed in the Career Schools Listing
- Guaranteed advancement to petty officer third class upon completion of phase I of an AEF class A school under automatic advancement procedures for the AEF Program

- SRB, if eligible

Specific eligibility requirements and guidelines for STAR applications are contained in the MILPERSMAN and *Reenlistment Quality Control Program*, OPNAVINST 1160.5B. The following is a list of the general eligibility requirements for the STAR Program:

- The applicant must be a petty officer second class or third class in a first enlistment or designated E-3 and be eligible in all respects for reenlistment according to OPNAVINST 1160.5B.

- The applicant must agree to reenlist or enlist in the Regular Navy for a period of 4 or 6 years.

- The applicant must not have a record of conviction by court-martial or nonjudicial punishment during the 18 months preceding the date of application.

Accelerated Advancement Program

The AAP provides opportunity for graduates of certain class A schools (other than the AEF, ATF, or Nuclear Field (NF) Programs) to elect accelerated advancement to petty officer third class without competing in a Navywide advancement examination.

Training school COs are authorized to advance the number one A school graduate to the next higher paygrade not to exceed E-3. TIR requirements for the purposes of this advancement are waived. The effective date of advancement coincides with graduation.

Training school COs may recommend the upper 10 percent of the qualified candidates in each A school graduating class for the AAP. Members recommended must elect to participate in the program before or upon graduation from A school. Detailed information on the AAP is contained in the MILPERSMAN.

COMMAND ADVANCEMENT PROGRAM

The CAP authorizes COs to advance a percentage of their assigned enlisted personnel in paygrades E-3 through E-5 to the next higher paygrade in recognition of their superior performance. The CAP is designed to work with, but not replace, the normal advancement system in recognition of superior performance. The *Command Advancement Program*, BUPERSINST 1430.17C, establishes the requirements for this program.

ADVANCED ELECTRONICS FIELD/ADVANCED TECHNICAL FIELD

The Advanced Electronics Field (AEF), Advanced Technical Field (ATF), Submarine Advanced Electronics Field (SAEF), and the Nuclear Field (NF) Programs are essential y incentive programs.

- These programs provide for the enlistment and reenlistment of men and women [STS, SWSE (ET, FTB, MT), SAEF (ET, FTG, RM) and NF accept only men] into the Regular Navy.

- They also provide class A school accelerated advancement to paygrades E-2 (E-3 in NF) and E-4 and advanced training of various lengths.

The programs are designed to provide additional numbers of electronics, technical, and nuclear trained personnel for the naval service. Because of extended periods of advanced training, these programs require a 6-year service obligation. Accelerated advancements are benefits of the program, but failure to receive advancement does not reduce active obligated service. Detailed information on these programs are contained in the MILPERSMAN.

CAREER OPPORTUNITIES

A career as a Yeoman in the Navy offers you a wide variety of billets and opportunities. You will not always be assigned to an administrative office aboard ship or shore station. You could be assigned to independent duty, duty overseas with a military assistance advisory group (MAAG), as an instructor at YN A or C school, as an admiral's writer, at a joint staff (Army, Air Force, and Navy), or even a North Atlantic Treaty Organization (NATO) staff. The opportunities for a challenging career are available—all you have to do is become qualified and take advantage of them.

NAVY ENLISTED CLASSIFICATION STRUCTURE SYSTEM

The Navy Enlisted Classification (NEC) structure supplements the enlisted rating structure by identifying special knowledge and skills requiring more specific identification than is provided by rates and ratings—skills that are not ratingwide requirements. These special skills and knowledge required in specific billets or manpower authorizations are identified by special NEC codes. When the rating structure alone is insufficient for manpower management purposes, the NEC coding system more precisely identifies personnel and manpower requirements. The number of billets that require special NEC codes is continually compared with the number of personnel who possess the skills and knowledge designated by the NEC codes. The comparison between the number of NEC billets available and the number of qualified personnel available is used to plan and control the input of people into the formal courses that prepare them for the desired NECs. Consequently, the continuing enlisted strength of the Navy, particularly petty officer allocations and the funds authorized for rating and specialty training, depends heavily upon the accuracy, thoroughness, and timeliness of NEC codings. So that management may fulfill its manpower requirements, the personnel to support ratings and special programs must be identified by the correct rate, rating, and/or NEC.

People who feel they have a chance to learn new skills and get interesting assignments are more likely to stay in the Navy. So, for your own benefit and to keep your people informed, you will want to know the special career opportunities available. Consider a career as a Flag Officer Writer, NEC 2514. YNs selected for Flag Officer Writer are sent to C school for approximately 16 weeks of intensive training in shorthand, English grammar and composition, protocol, officer fitness reports, and a variety of other subjects to prepare them to manage an admiral's office. As a Flag Officer Writer, you must be able to take and transcribe dictation at a minimum speed of 90 words per minute; draft personal and professional correspondence; act on matters of social usage, protocol, honors, and ceremonies; and prepare travel orders and officer fitness reports. As a YN1 or YNC, you already possess the aptitude to perform the work of a Flag Officer Writer. The technical administration of social usage, protocol, and honors and ceremonies is discussed further in chapter 3.

To keep current with NECs that are added or changed, refer to the latest edition of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068F, section II, Navy Enlisted Classifications.

Members who show interest in a specialty will want to know how they can attain the NEC. You should advise them in the following manner. Suppose one of your people is interested in becoming a Navy instructor. First, explain to your personnel that interest alone should not be the only reason for obtaining a particular specialty. They should possess a basic ability to perform the work requirements of the specialty. You should then determine if the individual meets the requirements for a Navy instructor and, provided those requirements are met, request a school quota for the individual. If your command does not have a requirement for a Navy instructor, the individual should be advised to indicate on the duty preference sheet that he or she desires to attend the Navy instructor course and that the member desires duty as an instructor. The Navy does not generally send an individual to a school unless the training is subsequently used. Upon satisfactory completion of basic instructor school, the individual would be assigned the NEC code 9502. The basic instructor school is only one of many Navy courses that will qualify an individual for an NEC. Satisfactory completion of a prescribed course of instruction may also qualify an individual for more than one NEC.

You should always check the latest edition of the *Catalog of Navy Training Courses* (CANTRAC),

volumes I, II, and III, NAVEDTRA 10500, for basic requirements, length of course, location of the school, obligated service requirements, and the NEC that would be assigned upon successful completion of the course.

PROGRAMS LEADING TO A COMMISSION

You may have a goal of becoming a YNCM, the top of the enlisted ladder. Another goal might be to become a commissioned officer. There are several programs open to you that lead toward a commission, if you qualify.

Enlisted-to-officer programs benefit from your career experience in the military, especially in the supervisory and leadership positions. You have many of the characteristics in demand such as knowledge of your career field, commitment, responsibility, creativity, and the desire to learn. These programs are applicable to Regular Navy and Naval Reserve on active duty. In addition to direct commission, there are basically three paths leading to a commission. These are the Broadened Opportunity for Officer Selection and Training (BOOST) Program and Navy Reserve Officers Training Corps (NROTC) for junior enlisted, the Enlisted Commissioning Program (ECP) for E-5 and E-6, and the Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs for senior members. If you miss one of these programs, seek the next. The path to these programs is within your reach. The following sections explain the programs that lead to a commission. Consult with your career counselor to find out how to qualify for any of the programs. Check to see if there are other programs that may lead to a commission.

The United States Naval Academy and Naval Academy Preparatory School

The United States Naval Academy offers an outstanding opportunity for qualified men and women who desire to seek a career as a commissioned officer. This program provides 4 years of college training leading to a commission as an ensign of the Regular Navy or second lieutenant of the Marine Corps.

If you apply for a direct appointment to the Naval Academy, you may also apply concurrently for the Naval Academy Preparatory School, which could be an alternate program in the event you are not selected for direct admission to the Naval Academy. The Naval Academy Preparatory School provides you with intensive training that is considered necessary to assure successful completion of the demanding academic requirements at the U.S. Naval Academy.

Detailed procedures for applying for an appointment to the U.S. Naval Academy and the Naval Academy Preparatory School are prescribed in the MILPERSMAN and *Nomination of Candidates for the Naval Academy-Naval Academy Preparatory School Program*, OPNAVINST 1531.4E. For information about this program, see your career counselor or write to the Fleet/Naval Academy Preparatory School, Coordinate, Candidate Guidance Office, U.S. Naval Academy, Annapolis MD 21402-5018.

Naval Reserve Officer Training Corps Scholarship Program

The NROTC Scholarship Program offers an opportunity to earn a college degree and to become a commissioned officer in the Regular Navy or the Marine Corps. There are two NROTC Scholarship Programs—the Four-Year, which includes the NROTC Nurse Four-Year Program option, and the Two-Year. These programs provide the recipient with tuition, textbooks, instructional fees, and a subsistence allowance. It allows a candidate to attend a civilian university for 2 or 4 years depending on the program. Full details about these programs are contained in the MILPERSMAN and the *1992 Naval Reserve Officers Training Corps (NROTC) Scholarship Programs*, OPNAVNOTE 1533.

Broadened Opportunity for Officer Selection and Training Program

The BOOST Program is designed for selected individuals from financially or educationally deprived backgrounds who show promise for successful completion of college level education. The BOOST program offers an individual an opportunity to prepare for entry into the NROTC Scholarship Program or the U.S. Naval Academy, to earn a college degree, and to become an unrestricted line officer.

Specific eligibility requirements and application procedures are established in the MILPERSMAN and the *Broadened Opportunity for Officer Selection and Training (BOOST) Program*, OPNAVNOTE 1500. The following list includes the general eligibility requirements for the BOOST Program:

- Be an enlisted member on active duty in the Regular Navy or Naval Reserve.
- Have 36 months of obligated service as of 1 June of the year in which BOOST training commences.

- Be at least 17 years of age. Maximum age requirements for BOOST are contingent upon eligibility for at least one of the related officer procurement programs. Age waivers will not be granted except as specified in the MILPERSMAN.

- Have no record of conviction by court-martial or by civil court for other than minor traffic violations. Applicant must not have been in violation of Article 15, *Uniform Code of Military Justice* (UCMJ), for 2 years preceding application for BOOST school.

- Be a high school graduate or possess a GED certificate by the time of application.

The BOOST school curriculum concentrates on mathematics, physical and social sciences, and the communications skills of reading, writing, listening, and speaking. Included in the program are educational and personal counseling, development of study skills, and time management. This training brings the general educational level of those selected individuals to that of a college freshman. The length of BOOST school is about 14 months.

Officer Candidate School and Officer Candidate Preparatory School

The officer candidate school (OCS) offers enlisted men and women with a baccalaureate degree or higher from a regionally accredited college or university an opportunity to become commissioned officers. Enlisted members selected for the program in paygrades E-4 and below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted members in paygrades E-5 and above are designated officer candidates in their present paygrades. OCS provides 16 weeks of officer candidate indoctrination and training.

The curriculum at OCS is very demanding. Preparation in English, mathematics, physics, physical science, naval science, air science, military training, physical training, and swimming instructions are deemed necessary for the successful completion of OCS. If you are weak in any of these areas, you may be selected for Officer Candidate Preparatory School (OCPS). OCPS prepares you with intensive training in the demanding academic, military, and physical training requirements at OCS. OCPS is conducted approximately four times annually. The course length is 8 weeks for members selected to attend OCS. Detailed procedures for OCS and OCPS are prescribed in the *Officer Candidate Preparatory School*, OPNAVINST 1530.6A, and the *U.S. Naval Reserve Officer Programs*

Open to Active Duty Naval Enlisted Personnel, OPNAVINST 1120.2B.

Enlisted Commissioning Program

ECP is an undergraduate education program that offers a full-time opportunity to complete requirements for a baccalaureate degree and become a commissioned officer. Selectees for this program attend an NROTC host university on a full-time basis while receiving full pay and allowances for their enlisted paygrade and are eligible for advancement. Refer to the *Enlisted Commissioning Program*, OPNAVNOTE 1530, for the list of NROTC host universities.

The ECP is divided into three different categories: basic ECP, which includes all unrestricted line designators except nuclear surface and subsurface; ECP Nuclear Option, which includes surface and subsurface; and CEC Option, in which candidates receive Staff Corps appointments in the Regular Navy. After the baccalaureate degree is earned, candidates in basic ECP will be commissioned in the Regular Navy. Nuclear Option and CEC Option candidates will attend OCS after graduation in the ECP and will be commissioned upon completion of OCS. Eligibility requirements and application procedures are established in the MILPERSMAN and OPNAVNOTE 1530.

Limited Duty Officer Program and Chief Warrant Officer Program

The LDO and CWO categories are separate programs that provide an opportunity for enlisted men and women to compete for a commissioned officer status. The Navy has realized a need for CWOs to serve as officer technical specialists and LDOs to serve as officer technical managers. The LDO and CWO Programs are the primary enlisted-to-officer programs sponsored by the Navy that do not require a college education.

The LDO path of advancement is for outstanding enlisted personnel E-6 (for at least 1 year) through E-8 and CWOs. They must have completed at least 8 years, but not more than 16 years, of active service.

The CWO category is for E-7 through E-9. Applicants must have completed at least 12 years, but not more than 24 years, of active service.

Figure 2-3 shows the path of advancement from enlisted status to LDO and CWO.

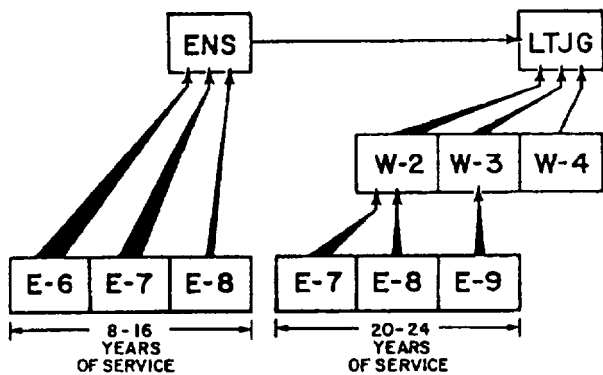


Figure 2-3.-Limited duty officer and warrant officer career paths.

Competition in both of these programs has been and will be particularly keen. If you are interested in applying for these programs, you should begin preparation early in your career. To better prepare for officer status, you should seek to increase your knowledge by on-the-job training and specialized training through schools and correspondence courses. Detailed instructions including the category to which each enlisted rating may advance are contained in the *Service Procurement for Appointment Under the Active and Inactive Limited Duty Officer and Chief Warrant Officer Programs*, NAVMILPERSCOMINST 1131.1.

